



CITY OF HOUSTON

Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

FUEL MANAGER (Exec Level)

Posting Number

PN# 112954

Department

Building Services

Division

Fleet Management

Section

Fuel Operations

Reporting Location

900 Bagby*

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Primary duties are to serve as the citywide Fuel Manager over the City's fuel ordering, distribution, payment, tracking, and infrastructure. Supervise and manage the procurement, distribution and payment of \$25,000,000 in fuel annually to over 100 sites; manage the citywide automated fuel system and its integration into other systems as required; assess costs and operations to determine the most practical and cost effective means to acquire and distribute fuel; establish and manage policy and procedures for all aspects of fuel operations; oversee management of fuel sites to ensure regulatory compliance and adherence to city policy and procedures; manage third party contracts associated with fuel that includes site maintenance, fuel cards, fuel acquisition and transportation, and others as needed. Completes special projects as assigned, working on a wide variety of financial, administrative, professional, and management issues of high complexity. Compiles data, produces information and interprets results through conclusion or recommendation formulation. Assigns management responsibilities on a limited basis for certain functions. May also function as a lead in communications with departments on fuel related issues.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. but may periodically be subject to outdoor conditions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration, or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Five (5) years of professional administrative, financial or analytical experience related to the type of work being performed are required.

MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Driver's License in compliance with the City of Houston's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to candidates with five (5) years of demonstrated experience in fuel management and fleet operations. Successful candidate will have strong analytical, writing and management skills. Strong capabilities in working with Microsoft Excel and Word required. Knowledge of Microsoft Access and other relevant analytical software a plus.

SELECTION/SKILLS TESTS REQUIRED

None

However the Department may administer a skills assessment evaluation.

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is not subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to maximum of this salary range is:

Salary Range - Pay Grade 28

\$1,777- \$3,407 Biweekly \$46,202 - \$88,582 Annually

OPENING DATE

August 30, 2006

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-1957. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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